**OLDHAM HULME GRAMMAR SCHOOL**

**ADVERSE WEATHER POLICY**

***This policy is applicable from EYFS through to year 13***

**Introduction**

The School recognises that severe weather may occasionally influence or prevent staff attending work due to the circumstances of the employee, or as a result of disruption to travel or carer arrangements.

The purpose of this document is to clarify the expectations of the School and the employees in the case of severe weather conditions.

**Scope**

This policy applies to all employees of School.

**Aim of policy**

The aim of this policy is to provide a structured and consistent framework for employees and the School’s expectations during periods of severe weather, which will assist in enabling the continued delivery of services with minimum disruption.

**Principles**

It is expected that every member of staff will attend work according to the terms of their contract. There is no automatic entitlement to payment for absence which is caused by adverse weather. Where normal travel arrangements have broken down, all other alternatives must be explored, including train, bus and, if distance and health permit, walking. The School, however, recognise that the health and safety of staff is of paramount importance and that staff should not take any unnecessary or dangerous risks, which could compromise their health or safety. In the case of an individual member of staff being unable to attend work, or being significantly delayed, he/she is personally required to inform the Head of Juniors / Nursery and Infants, Deputy Principal Pastoral /Business and Operations Director at the earliest possible opportunity to report an expected time of arrival.

In dealing with staff absence due to adverse weather conditions, managers are expected to use their discretion in accordance with the principles set out in this policy. Where necessary, managers should obtain advice from the Principal/Business and Operations Director.

**Procedures when School remains open**

The School aims to keep its buildings open and running except in exceptional circumstances and to provide a normal service or reduced services in such exceptional circumstances. If a member of staff is not able to attend their normal workplace the Principal/Business and Operations Director may authorise/require the individual to undertake work in another place. If appropriate, the Principal/Business and Operations Director may authorise an individual to undertake work at home. In such circumstances the required outputs must be specified in advance and must be met. If an individual employee cannot attend work and the work cannot be undertaken elsewhere or at home, the Principal/Business and Operations Director will determine how the absence is to be treated. The following options will be considered:

***Annual Leave***

In some instances it will be possible for the employee to be granted annual leave to cover the period of absence. If the employee has exhausted his/her holiday entitlement for the year, consideration may be given to allowing leave from the following holiday year to be brought forward.

***Repayment of Time***

Depending upon the nature of the individual’s role it may be possible to agree that the time lost due to the absence can be repaid by working additional hours or days if operationally acceptable.

**Unpaid Leave**

If an employee does not wish to use annual leave, and no other options are considered appropriate, the time lost will be treated as a period of unpaid leave and an appropriate deduction will be made from normal salary.

**Special Leave**

A member of staff unable to attend work during severe adverse weather because of urgent domestic or personal circumstances may be eligible for special leave.

If a member of staff is absent and does not contact his/her line manager, in accordance with the Absence Policy, the absence will be considered as unauthorised and pay will be withheld until the circumstances have been fully investigated.

In the advent of severe weather conditions, the School reserves the right to re-allocate the duties of staff who work outdoors or undertake driving duties to other tasks temporarily within reason, in line with their training and the grade of their job.

**Procedures when the School closes, or partially closes**

The Principal in consultation with the Senior Management Team is responsible for the decision to close, or partially close, the School.

If this closure takes place outside of normal office hours, communication with staff will take place via website/e-mail/text.

Under these circumstances it will remain a normal working day for staff who should endeavour to report for work. Where it is not possible for staff to attend they are expected to work from home during normal working hours. For those staff who are unable to attend and cannot work from home the options outlined on pages 2 and 3 of the policy will be available.

Staff will be expected to set appropriate work through Google Classroom suite in order to minimise disruption to pupils’ learning. Pupils are expected to check their school email for work assigned. In Nursery and Infants pre-prepared adverse weather work is sent to parents.

In some circumstances the Principal may determine that the school site is unsafe and the School will be shut to both pupils and staff. Under these circumstances the special leave arrangements outlined above will apply.

**Closure or partial closure during the school day**

If the weather deteriorates during the school day the Principal, following consultation with the Senior Management Team, may take the decision to send pupils home and close the School and/or parts of the School. The Business and Operations Director will liaise with the bus companies to assess what is happening in the area and to try and re-arrange revised pick up times should this be necessary. The telephone lines into the School can become very congested at these times therefore the School’s website will be updated with the latest information as soon as possible. Pupils will be supervised in the use of mobile phones (where applicable) to contact parents/carers to inform them of the School's decision and those without mobile phones may contact parents/carers using the School's phones if necessary. According to circumstances teaching staff will organise pupils for a safe release following the School's guidance of which they will be notified as soon as possible ensuring that pupils are released from school in an orderly manner and signed out correctly.

Staff should not leave school at the same time as the pupils. Following evacuation of the pupils, staff may seek approval from the Principal or Business and Operations Director to be released early should it be deemed necessary. Cases will be dealt with on an individual basis in a fair and transparent manner.

**Lateness/ Absence caused by Travel Disruption**

In the event that a member of staff arrives late during the severe weather, no action will be taken providing the Principal/Business and Operations Director is satisfied that all reasonable steps were taken to arrive on time. Members of staff who have been delayed returning from annual leave due to severe weather are required to inform the Principal/Business and Operations Director at the earliest opportunity. Absence will be dealt with as above.

**Adverse Weather policy reviewed: January 2019**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: January 2022**